



CITY OF WILLIAMSBURG

Codes Compliance Division

Commercial and Residential Third Party Inspection Policy

Inspections of commercial and residential structures are the responsibility of the local building department as required per the Virginia Uniform Statewide Building Code. This policy does not affect special inspections as required by the Virginia Construction Code performed by an approved third party agency under a Statement of Special Inspection agreement.

Third party inspections must be approved in advance and generally will not be accepted if an inspection can be performed by the city within one (1) working day. **Holiday and weekends excluded.** An exception would be for special soil conditions requiring the observation and inspection by a licensed design professional.

Complete and initial by each item below **prior** to permit issuance or request for third party inspection:

- ___ 1. Company name, address and phone number.
- ___ 2. Name of Virginia-licensed engineer who will be responsible for filing reports of inspections with this office. (include original professional engineer's seal and signature)
- ___ 3. Names of all individuals who will conduct field inspections. Provide engineer's license number for each inspector (or a copy of their Inspector's Certification - such as ACI, ICC, and DHCD - if they are not licensed engineers).
- ___ 4. Elements of construction which will be covered by the individual inspectors (footings, foundations, structural/non-structural framing, electrical, plumbing, mechanical, etc.).
- ___ 5. Field reports shall be received within two (2) working days after the inspection(s). The field report must note any code violation(s) and/or discrepancies and how they were resolved.

The Code Compliance Office reserves the right to reject any inspection report if a City inspector observes a violation that was not noted in a report or if substantiated evidence is provided to suspect the validity or accuracy of the inspection outcome, subject to the right of appeal. No discounts or permit refunds will be provided for the use of third party inspection services.

I have read and agree to the terms listed above and request the use of a third party inspector as authorized by the USBC Section 113.7 for the project located at _____, under permit number _____. I request that the firm of _____ be approved to inspect the following:

___ Footing ___ Concrete ___ Foundation ___ Floor Joist ___ Framing ___ Insulation ___ Trade (Type: _____)

Signature of Applicant _____

Printed Name _____

Date _____

Office Use:

Approved _____

Rejected by: _____

Building Official or Representative

Date _____

Reason for rejection or special conditions: _____